

**IDAHO BOARD OF EXAMINERS OF RESIDENTIAL CARE FACILITY  
ADMINISTRATORS  
Bureau of Occupational Licenses  
700 West State Street, P.O. Box 83720  
Boise, ID 83720-0063**

**Board Meeting Minutes of 7/18/2019**

**BOARD MEMBERS PRESENT:** Heidi Brough Nye - Chair  
Kristen E Hyde  
Natalie M Nathan  
Linda L Simon

**BOARD MEMBERS ABSENT:** Ann F Wheeler

**BUREAU STAFF:** Kelley Packer, Bureau Chief  
Julie Eavenson, Administrative Support Manager  
Lori Peel, Investigative Unit Manager  
Nicholas Krema, General Counsel  
Joan Callahan, Legal Counsel  
Betsy Duncan, Board Specialist

**OTHERS PRESENT:** Donna Henscheid, Idaho Department of Health and  
Welfare, Residential Care or Assisted Living  
Facilities Surveyor

The meeting was called to order at 10:00 AM MDT by Heidi Brough Nye.

**APPROVAL OF MINUTES**

Ms. Simon made a motion to approve the minutes of 04/11/2019 and 05/08/2019. It was seconded by Ms. Nathan. Motion carried.

**DISCIPLINE**

Ms. Callahan presented a Stipulation and Consent Order in case number RCA-2019-2. Ms. Nathan made a motion to approve the Consent Order and allow the Board chair to sign on behalf of the Board. It was seconded by Ms. Hyde. Motion carried.

**INVESTIGATIVE REPORT**

Ms. Peel gave the investigative report, which is linked above.

**FOR BOARD DETERMINATION**

Ms. Hyde made a motion to approve the Bureau's recommendation and authorize closure in case number RCA-2019-6. It was seconded by Ms. Simon. Motion carried.

The Board discussed with Ms. Henscheid the processes used to handle complaints brought against administrators.

## **FINANCIAL REPORT**

Ms. Eavenson gave the financial report, which indicated that the Board had a cash balance of (\$74,948,75) as of 06/30/2019.

Ms. Eavenson and Mr. Crema presented the agreement for services between the Idaho Board of Residential Care Facility Administrators and the Idaho Bureau of Occupational Licenses. Ms. Hyde made a motion to approve the contract and authorize the Board chair to sign. It was seconded by Ms. Simon. Motion carried.

The Board reviewed license counts over the past 5 years.

## **BOARD MEETING PROCEDURES TRAINING**

Mr. Crema presented the Board Meeting Procedures training to the Board.

## **OLD BUSINESS**

The Board reviewed the To Do List. Items needing action are included on the agenda.

The Board requested an addition to the To Do List for creating a directory which would indicate the facility where a licensee is working.

## **NEW BUSINESS**

**NEXT MEETING** was scheduled for 10/03/2019 at 10:00 AM MDT

## **CONFERENCE UPADATE AND ATTENDANCE**

Ms. Simon reported on her attendance at the Idaho Health Care Association annual conference. She said the material was informative and the conference was well attended.

Ms. Brough Nye reported that she was not able to attend the annual conference of the National Association of Long-Term Care Administrator Boards (NAB).

## **NATIONAL ASSOCIATION OF LONG-TERM CARE ADMINISTRATOR BOARDS CONTRACT**

The Board reviewed the contract draft. Ms. Hyde made a motion to approve the contract and authorize the Board chair to sign. It was seconded by Ms. Simon. Motion carried.

## **CORRESPONDENCE**

The Board reviewed correspondence from Kelly Grimes regarding her request for feedback for the questions missed on the open-book exam. The Board found the response provided by the Bureau to be sufficient.

The Board reviewed the updates from NAB and no action was taken.

## **EXECUTIVE SESSION**

Ms. Nathan made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the executive session was to consider license application materials. It was seconded by Ms. Simon. The vote was: Ms. Simon, aye; Ms. Nathan, aye; Ms. Hyde, aye; and Ms. Brough Nye, aye. Motion carried.

Ms. Simon made a motion to come out of executive session. It was seconded by Ms. Hyde. Motion carried.

## **APPLICATIONS**

Ms. Nathan made a motion to approve the following for examination pending receipt of missing information:

901165306

It was seconded by Ms. Hyde. Motion carried.

## **ADJOURNMENT**

Ms. Simon made a motion to adjourn the meeting at 12:10 PM MDT. It was seconded by Ms. Nathan. Motion carried.

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Heidi Brough Nye, Chair

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Kristen E Hyde

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Natalie M Nathan

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Ann F Wheeler

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Linda L Simon

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Kelley Packer, Bureau Chief